

Fiscal Year 2019
Burlington Housing Trust Fund (HTF) Administrative Committee (HTFAC)
Meeting Minutes

Approved

Meeting Date/Time: November 7, 2018 at 8:30 a.m.

Meeting Location: Burlington City Hall, 149 Church Street, First Floor, Conference Room 12, Burlington, Vermont

Present: City Councilor Brian Pine
Mayor's Office Communications and Projects Coordinator Olivia LaVecchia
Community & Economic Development Office (CEDO) Interim Director Neale Lunderville
CEDO Housing Program Manager Todd Rawlings

Absent: None

Also Present: Chris Donnelly (Champlain Housing Trust (CHT))
Amy Demetrowitz (CHT)
Cindy Reid (Cathedral Square Corporation (CSC))
Kirby Dunn (HomeShare Vermont)
Mary Mougey (Ethan Allen Residence (EAR))
Cameron Segal (EAR)
Catherine Stevens (Green Mountain Habitat for Humanity (GMHFH))
Kim Parsons (Dismas House (Dismas))
Richard Gagne (Dismas)

Meeting called to order: by Interim Director Lunderville at 8:34 a.m.

Agenda: Motion made by Councilor Pine to accept the Agenda as drafted, seconded by Coordinator LaVecchia. Motion passed unanimously.

Old Business:

- a. **Minutes:** Motion made by Councilor Pine to accept draft minutes for the meeting dated May 18, 2018, seconded by Coordinator LaVecchia. Motion passed unanimously.

Public Forum: No members of the public wished to speak

New Business:

a. Review/Discuss FY19 Grant Proposals

Discussion:

Capacity Grant Applications

- **Burlington Housing Authority/Fair Market Rent Study:** Councilor Pine said he wondered whether another source was available including the Regional Initiatives funds or the Council Initiatives funds. He is following up with the City Treasurer. Interim Director Lunderville said that a contingent award may be possible.
- **Committee on Temporary Shelter (COTS)/Housing Resource Center:** Councilor Pine said this is an important service involving housing retention.
- **Committee on Temporary Shelter (COTS)/Waystation:** Councilor Pine and Interim Director Lunderville said that this is a critical resource for the city.
- **HomeShare Vermont:** Interim Director Lunderville said that he was struck by the cost effectiveness of this program. Councilor Pine said that he had recently spoken with someone who had used this program and had told him that it had “saved her situation.”
- **Champlain Housing Trust Capacity:** Interim Director Lunderville asked Chris Donnelly how HTF capacity funding is used. Chris Donnelly said that the majority of their budget sources are rent payments and that only 20% of their budget is available to be used for capacity. Chris Donnelly added that CHT is currently spending a lot of staff resources doing new development of affordable housing in Burlington. Councilor Pine said that the reason that the CHT capacity request is at its current level is that CHT is actually a product of the merger of three organizations (Burlington Community Land Trust, Lake Champlain Development Corporation, and a cooperative housing entity) who each had received capacity funding from the HTF.

Project Grant Applications

- **Dismas House/Foundation project:** Councilor Pine said that he loves the work that Dismas does. He asked Kim Parsons whether the State of Vermont provides direct capital funding. Kim Parsons said they do get funds from the state, but that those funds are not sufficient to cover this foundation repair. She added that since they submitted the application they have received a bid for \$40,000. Interim Director Lunderville asked what would happen if the foundation is not repaired. Kim Parsons said there is a 1” gap in the foundation that is getting worse and the issue is serious. Coordinator LaVecchia asked whether Dismas receives non-State funding. Kim Parsons said that 1/3 of funding is from private donations and 25% comes from the State.
- **Habitat for Humanity/Modular Project at the North Avenue Cooperative:** Catherine Stevens said that this is a pilot, owners will have no energy costs, and the project could have great replicability. Interim Director Lunderville asked whether the unit that they are proposing to build is a VerMod. Catherine Stevens said that a partially finished VerMod will be delivered to the site and GMHFH will complete the build. Councilor Pine asked whether GMHFH had spoken to residents about the project. Catherine Stevens said that GMHFH had had multiple meetings with residents. Interim Director Lunderville said that the mortgage to the buyer would be \$82,000. He asked what the total development cost would be. Coordinator LaVecchia said that it will be \$175,000 per unit.

- **Ethan Allen Residence/Bathroom:** Cameron Segal said that the residence has 40 low and very low income residents. He said that there are two small bathrooms on the second floor which cannot fit both a resident and a caregiver at the same time. He said that they accept Medicaid patients and that Medicaid pays about 50% of the private rate. He said that the Ethan Allen Residence does not have sufficient staff to oversee the federal grants which are typically available to fund this type of work. Mary Mougey said that 95% of their residents have dementia. She said that their client profile has changed over the last few years: people are staying in their homes longer, so by the time they come to a facility, they have higher needs. She said the bathroom is needed because second floor residents must now be transferred to the first floor when they need to use the bathroom and/or shower and they must wheel past the entire first floor area. She said that a functional second floor bathroom would avoid that and help preserve the privacy and dignity of residents. Councilor Pine said that EAR does an amazing job, but the facility needs attention. He asked if EAR will do the necessary improvements piecemeal or as part of a larger project. Mary Mougey said they would raise additional funds for a kitchen. Interim Director Lunderville suggested that EAR applies for a HTF capacity grant next year to develop a capital needs plan. Cindy Reid asked if EAR has applied for VCIL grants for accessibility which are up to \$5,000 to an organization and up to \$10,000 per peer.
- **Champlain Housing Trust/Laurentide:** Amy Demetrowitz said that this is the third and final time that they will apply for HTF and that the project is currently under construction. She said that CHT needs to request funds for the project because there are fewer federal funds available in Burlington compared to the rest of the State. Councilor Pine asked if there wasn't a financial benefit to the project through a reduced sale price resulting from the Inclusionary Zoning requirements. Amy Demetrowitz said that there was. Councilor Pine asked what would happen if the project does not receive additional HTF. Amy Demetrowitz said CHT would continue to hemorrhage money.
- **Cathedral Square Corporation/Juniper House:** Cindy Reid said that CSC appreciates previous two years of HTF. She said that CSC has the same issue referenced by Amy Demetrowitz regarding the availability of federal funds in Burlington. She said that while the project was originally scheduled to be phased, CSC can save \$2.5 million by building it all at once. She said that they appreciate CHT's support last year at the HTF allocation meeting.

Interim Director Lunderville said that there are a variety of ways that the committee may choose to proceed to resolve the discrepancy between requests and funding available: possibilities include not funding one or two projects or prorating the shortfall among all projects, though the larger requests may have a greater ability to absorb a shortfall. Amy Demetrowitz said that CHT would volunteer to deduct \$5,000 of their request for Laurentide. Cindy Reid said that CSC would volunteer to deduct \$17,428.98 of their request for Juniper.

b. Approve/Deny/Request Additional Information for FY18 Grant Proposals

Discussion: [see above]

Motion made by Councilor Pine to fund the Dismas House/Foundation project for \$15,000.00, Habitat for Humanity/Modular Project at the North Avenue Cooperative for \$16,000.00, Ethan Allen Residence/Bathroom project for \$23,050.00, Champlain Housing Trust/Laurentide project

for \$200,000.00, Cathedral Square Corporation/Juniper House project for \$82,521.02, Burlington Housing Authority/Fair Market Rent Study capacity application for \$0.00, HomeShare Vermont capacity application for \$7,500.00, Champlain Housing Trust capacity application for \$46,500.00, Committee on Temporary Shelter (COTS)/Housing Resource Center capacity application for \$7,500.00, and the Committee on Temporary Shelter (COTS)/Waystation capacity application for \$7,500.00.

seconded by Coordinator LaVecchia. Motion passed unanimously.

Upcoming meetings:

Discussion: None.

Adjournment: Motion made by Councilor Pine to adjourn the meeting, seconded by Coordinator LaVecchia. Motion passed unanimously. The meeting was adjourned at 9:21 a.m.

Respectfully Submitted By:
Todd Rawlings
Housing Trust Fund Staff